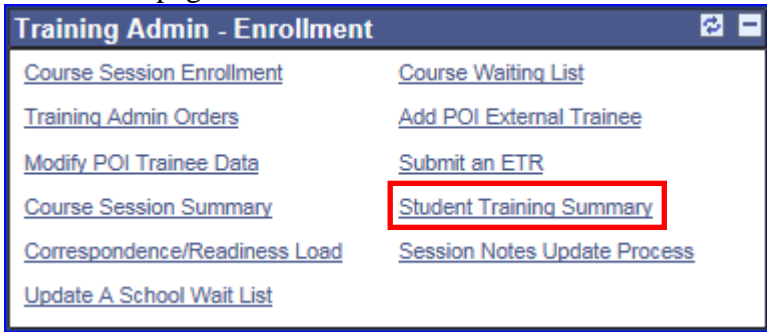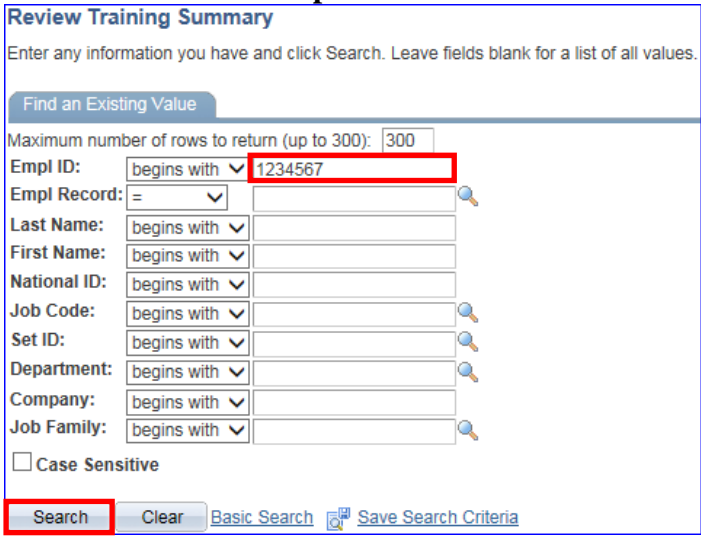# Viewing a Training Summary

Introduction   This guide provides the procedures for viewing a member's Training Summary in Direct Access. This information can also be found in the CG Member Info Report.

Procedures   See below.

Step	Action
1	Select the **Student Training Summary** link from the Training Admin – Enrollment pagelet.
2	Enter the member's **Empl ID** and hit **Search**.

Viewing a Training Summary, Continued

Procedures,
continued

Step	Action
3	The member's **Training Summary** will display. Click **Return to Search** to view the next member's training summary.